



**SENIOR RIGHT OF WAY AGENT
DEPARTMENTAL PROMOTIONAL**

Exam Code: 6TR36

Department: Caltrans

Bulletin Release Date: May 11, 2016

Final Filing Date: May 25, 2016

Salary: \$5,830.00 to \$7,245.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Senior Right of Way Agent** examination. Employment from this examination may be offered in all Districts and Sacramento County.

Candidates may establish eligibility in various locations. Testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

This is a Departmental Promotional examination for Caltrans. Applicants must be:

- 1) A permanent civil service appointment with Caltrans as of the final filing date in order to participate in the examination; or
- 2) Have been employed with Caltrans within the last three years, without a break in State civil service; or
- 3) A current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
- 4) A current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
- 5) A person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

**Caltrans
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

***FILE IN PERSON:**

**Caltrans
Exam Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816**

***Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION STATEMENT

This is the first supervisory level in the Right of Way Agent series. In a district under general direction, directs and is responsible for the successful completion of a major phase or phases of Right of Way program activities. As principal assistant to the supervising level, assigns, supervises, reviews and approves the work of subordinates; consults with and advises district management and may act as their direct representative in major program areas at either private or public meetings. In the smallest districts, may act as Deputy District Director, Right of Way. Responsibility includes programs and budgets, staff development and training, and Right of Way EDP systems development.

In the Division of Right of Way, administers statewide standards of a major phase of Right of Way activities. Some of the Senior Right of Way positions in the Division of Right of Way supervise lower level Right of Way Agents. Responsibility may include programs and budgets, professional practices, staff development and training and Right of Way EDP systems development. These positions may also advise and consult with district Right of Way Program staff, including review and approval of work from assigned districts. A number of Senior Right of Way Agent positions act as primary staff specialists in the development and implementation of statewide policy, standards, procedures, training programs, legislation and intergovernmental agency liaison in assigned program areas.

ELIGIBLE LIST INFORMATION

A Departmental Promotional statewide eligible list will be established for Caltrans in all Districts and Sacramento County. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on the application indicates that you read, understand and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I,” “or II,” “or III,” etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

EITHER I

Two years of experience in the California state service performing the duties of an Associate Right of Way Agent.

OR II

Experience: Four years of experience in the acquisition of rights of way for governmental or public utility use where consideration must be given to socioeconomic and environmental factors, coordinated planning for the relocation of utilities, displaced persons and businesses and the development of replacement housing units and including two years of experience in the independent appraisal and negotiation for acquisition of major and complex real properties involving large sums, condemnation, damages, restriction of access, and similar complicating factors. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Associate Right of Way Agent.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://calhr.ca.gov/state-hr-professionals/pages/4959.aspx>

EXAMINATION INFORMATION

THIS EXAMINATION WILL CONSIST OF TWO (2) PHASES:

1. A Written (Multiple Choice) Section weighted at 40%.
2. A Modified Qualification Appraisal Panel (ModQAP) Section weighted at 60%.

For the Modified Qualification Appraisal Panel (ModQAP) Section of the examination, accepted candidates will participate in the examination **using a computer to type their responses** to short answer questions.

The Written and Modified Qualifying Appraisal Panel will be an in-person examination and is anticipated to be administered in July 2016 / August 2016.

In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Analytical methods and information sources which will be used to perform tasks such as appraisal report formulation and preparation
2. Basic arithmetic
3. Basic algebra
4. Basic geometry
5. Development of replacement housing
6. Organization and procedures of Caltrans, and transportation facilities construction and maintenance as related to right of way
7. Land development and investment practices
8. Federal Highway Administration policies and procedures relative to right of way activities
9. Laws, policies, and procedures involving the concepts of transportation facilities and their impact on the community and the environment
10. Property values and the effect of economic trends upon value and price, and on the cost of construction of the improvements with particular reference to metropolitan areas
11. Principles of public administration including personnel management, budgeting, and supervision
12. Goals, objectives, policies, organization, and procedures of Caltrans as related to right of way in transportation facility construction and maintenance
13. The social and economic impact of public improvements
14. Caltrans' safety, health, equal employment opportunity, and labor relations program objectives
15. A supervisor's role in safety, health, equal employment opportunity, and labor relations, and the processes available to meet these program objectives
16. Common methods of describing real property
17. State and Federal relocation assistance requirements
18. The effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments

Ability to:

1. Speak and write English clearly and effectively
2. Read and understand English including engineering terminology and the quasi-legal terminology found, for example, in statutes relating to Caltrans and in the laws, policies, rules, and regulations relating to the appraisal and acquisition of property for public purposes

3. Assemble and analyze data, and be able to understand, for example, the factors involved in appraising property and the principles underlying the appraisal process
4. Make accurate mathematical computations and calculations
5. Reason quickly, logically, and creatively in unique and stressful situations
6. Establish and maintain cooperative relationships with individuals contacted in the course of their work, an example of which is the ability to conduct successful right of way negotiations with the public and with representatives of other governmental organizations
7. Follow directions
8. Organize workload
9. Lead and direct the work of others
10. Make accurate real property appraisals, including the appraisal of complex parcels involving severance damages and benefits
11. Monitor project scheduling
12. Coordinate right of way certification
13. Prepare route estimates
14. Coordinate staff training and development activities
15. Analyze complex situations accurately and adopt or recommend an effective course of action
16. Plan, organize, direct, and make decisions involving the work of right of way staff
17. Effectively contribute to Caltrans' safety, health, equal employment opportunity, and labor relations program objectives

SPECIAL PERSONAL CHARACTERISTICS

Require an interest in and aptitude for real property negotiations and appraisal work, sales ability and the ability to make effective oral presentations before the public, willingness to work at odd hours, and to travel throughout the State.

VETERANS' PREFERENCE

Veterans' Preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-7791.

GENERAL INFORMATION

Caltrans reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

It is the candidate's responsibility to contact Caltrans, Exams Services, (916) 227-7858 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination. Your performance in this examination will be rated against a predetermined rating criteria. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the examination or placement on the employment list.

Examination Locations: Tests will be given in such places in California as the number of candidates and conditions warrant. Testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, are used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Candidates must be in a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment of records and personal history and fingerprinting may be required.

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